

12 July 1963

MEMORANDUM FOR: All Typists, Stenographers and File Clerks

SUBJECT : Use of Staples

1. The function of the paper clip is a temporary one. It is useful but can be a menace, too. The clip has a way of attaching unrelated papers to a file. When papers are being readied for filing the clip should be removed and replaced by a staple.
2. When stapling papers together be sure they are related and should be filed together. For papers that are to be separated, in whole or in part, the staple should be put in the left-hand corner in a bend dexter position (N). This permits the sheets to be separated without removing the staple or damaging the top sheet. For papers to be filed the staple should be put in straight across (—). Little jobs done right produce bigger savings.
3. Small office tools are inexpensive and each desk should have its own. Borrowing is a real time-waster. The staple remover is a handy gadget and should be on every desk but need not be used for every file that is handled. Staple removers are available in the supply rooms.

  
Chief, Supply Services

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